



INTERNSHIP OPPORTUNITY:

Division: Indianapolis Mayor's Office - Charter Schools Department

Location: City / County Building, 200 E. Washington, Suite 2501

The City of Indianapolis has an immediate opening for 1 to 2 student interns to serve either during the summer of 2009 or throughout the 2009-10 academic year. The internship is with the Mayor's Charter Schools department.

This is a non-paid position. Interns may serve in either a part- or full-time capacity. Schedule can be flexible, within traditional business hours (9-5).

The intern(s) will work exclusively with the Mayor's charter school staff to oversee seventeen Mayor-sponsored charter schools. The internship may include opportunities to gain experience in the following areas (based on student interests and departmental needs):

- Fiscal / budget analysis
- Project management
- Continuous quality improvement
- Policy / government relations
- Research and statistical / data analysis
- Public relations
- Grant writing / development

Candidates must be working towards a bachelors or master's degree, and have 1-2+ years in a professional environment. Interest in public education, community/economic development, program management, and government are strongly preferred. Strong communication skills and familiarity with Microsoft Office are required.

If selected, candidates will be subject to the human resource policies of the City, including criminal background checks and/or confidentiality agreements.

For more information or to submit a resume, please contact:

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